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Secretariat

9 April 2008

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for the Department of Safety and Security

Subject: **Arrangements for admission to the United Nations Headquarters during the visit of Pope Benedict XVI on 18 April 2008**

1. Pope Benedict XVI will visit the United Nations on Friday, 18 April 2008. He will first address the members of delegations and then the staff of the United Nations in the General Assembly Hall. A third event for staff will take place in the Public Lobby of the General Assembly Building. It is expected that many staff will want to see the Pope. In order to ensure that the staff can avail themselves to the maximum extent possible of the visit of the Pope, and to ensure his safety and comfort, special arrangements have been made for the occasion, which will be in place during the day of his visit from 8 a.m. to 3 p.m.

Closure of First Avenue and the United Nations buildings to the public

2. The Headquarters main buildings and the North Garden, which are located east of First Avenue, will be closed to the public on Friday, 18 April, from 8 a.m. to 3 p.m. All appointments and meetings should be scheduled bearing this in mind. Staff members are requested to schedule their appointments with visitors and guests at locations away from the Headquarters site. In addition, outside messengers, guests and holders of library building passes will not be admitted. Arrangements for the delivery of items by messengers should include instructions to proceed to the United Nations DC-1 lobby, located at 44th Street and First Avenue; thereafter, staff members will be contacted and requested to proceed to that location to accept deliveries. Individuals holding a non-photo United Nations identification card will not be given access to the complex. Regrettably, families of staff members will not be permitted to participate in the events of the day. Since access to the premises will not be granted to family members until after 3 p.m., staff should make appropriate arrangements for them in advance of Friday, 18 April. During the visit of the Pope to the United Nations, guided tours will be suspended.

3. The area in front of the United Nations along First Avenue from 42nd Street to 46th Street and some streets leading to the complex will be closed to vehicular

* Expiration date of the present information circular: 19 April 2008.

traffic, with the exception of escorted motorcades, until the departure of the Pope. Delegates and staff members arriving on foot may cross First Avenue at 42nd Street and 46th Street, upon presentation of their United Nations identification card. Those designated crossing points will be closed to all pedestrian movement during the arrival and departure of the Pope. A vehicular checkpoint will be established at Second Avenue and 46th Street. Motorists should allow additional time to clear the checkpoint.

4. The vehicular screening point for entry to the premises will be at the 48th Street and FDR Drive entrance. Entry to the United Nations building from the FDR Drive will be gained by turning right onto 49th Street, staying in the extreme left lane and proceeding south on First Avenue towards the security checkpoint at the garage entrance.

Removal of vehicles and closure of the garage

5. For security reasons, the garage will be closed to parking from midnight on 17 April and will be reopened for authorized vehicles at 4 a.m. on Friday, 18 April. All vehicles parked on the first basement level between rows "E" through "N" must be removed no later than 8 p.m. on Thursday, 17 April, until 3 p.m. on Friday, 18 April.

Vehicle security checks

6. Owing to the traffic restrictions on the day of the visit of the Pope, staff members are encouraged to use public transportation. Significant delays can be expected and, to avoid inconvenience, staff members should plan to arrive before 8 a.m. All vehicles entering the garage will be subject to search. Please limit the contents of vehicles in order to expedite security clearance.

Access to Headquarters buildings and Delegates Entrance

7. Staff members and other authorized personnel will be admitted to the United Nations premises upon presentation of a photo-bearing United Nations identification card. Access will also be granted to those who have been issued Protocol courtesy passes for the occasion. Delegates, staff members, representatives of non-governmental organizations, affiliates, retirees and interns will use the 42nd Street entrance at First Avenue and will be directed to a security screening area inside either the Library Building first basement level or the south lobby of the Secretariat Building, as appropriate.

8. Accredited members of the media will enter the complex at 46th Street and First Avenue, where they will be guided across the Public Plaza to the North Garden entrance of the Conference Building for screening before entering Conference Room 1, which has been designated as the media centre for the visit of the Pope. Members of the media who are not yet accredited will be required to go to the Security Pass and Identification Office, Media Liaison Section, which is located at 45th Street and First Avenue, to obtain accreditation. All members of the media proceeding to the various restricted areas will be escorted by members of the Media Accreditation and Liaison Unit and the Security and Safety Service.

9. While heightened security measures for the visit of the Pope are in effect, the pedestrian entrance for delegates at 45th Street and First Avenue will be closed. To

provide access at the Delegates Entrance, the south side of the entrance at 46th Street and First Avenue will be reserved for the use of permanent representatives and senior United Nations officials bearing gold-coloured United Nations identification cards.

Scheduled events for ticket holders and access to restricted areas

10. In order that the staff may enjoy the greatest advantage from the visit of the Pope and bearing in mind space, logistics and security considerations, access to and within Headquarters buildings will be restricted. The programme for the day includes three events within the General Assembly Building, and only recipients holding colour-coded tickets will be allowed entry to the scheduled events. Access to the General Assembly Hall for all ticket holders will be through the General Assembly Building Lobby.

11. Tickets for three distinct events are specific to the event and are non-transferable. Tickets for the first event at 11 a.m. in the General Assembly Hall, the address to United Nations delegates, will be issued in advance to members of delegations by the Protocol and Liaison Service. Tickets for the second event scheduled at 12.45 p.m. in the General Assembly Hall, the address to United Nations staff members, and for the third event, scheduled at 1.25 p.m. in the General Assembly Public Lobby, will be issued in advance by the Staff Union.

12. Delegates and United Nations staff members who do not possess an event ticket will be allowed to view the event from the Economic and Social Council Chamber. Access to the Economic and Social Council Chamber will be from the 2nd floor of the General Assembly Building upon presentation of a valid United Nations identification card. The Chamber will remain open until its capacity is reached.

13. On the day of the visit of the Pope, ticket holders are encouraged to assemble at the designated screening areas well in advance of each event. Owing to expected high participation, staff members are encouraged to use the screening facility at the Visitors Entrance and the facility that will be used at the first floor neck area, which connects the Conference Building with the General Assembly Building. Screening will commence approximately two hours prior to each event, at 9 a.m., 11 a.m. and 12 noon, respectively. Ticket holders will only be allowed to enter the General Assembly Building Public Lobby upon the start of their designated screening time.

14. Those planning to attend the events of the day with His Holiness are requested to secure all purses, attaché cases, coats and other personal belongings in their offices or in safe keeping elsewhere, in order to expedite the flow of movement from the waiting and screening areas into the General Assembly Hall and the Public Lobby of the General Assembly Building.